

**SAM—WASTE PREVENTION AND RECYCLING OF  
NON-HAZARDOUS WASTE**

**CHAPTER 1900 INDEX**

This chapter informs employees at state facilities of the California Integrated Waste Management Board's (Board) policies and procedures regarding the prevention of solid waste generation and, alternatively, the reuse or recycling of solid waste. It describes related state agency and individual state facility responsibilities. This chapter does not pertain to hazardous materials or confidential records destruction.

<b>GENERAL POLICY</b>	<b>1900</b>
<b>GOALS</b>	<b>1901</b>
<b>TERMS AND DEFINITIONS</b>	<b>1910</b>
<b>STATUTORY AUTHORITY</b>	<b>1920</b>
<b>EXECUTIVE MANDATE</b>	<b>1921</b>
<b>COLLECTION OF RECYCLABLE MATERIALS</b>	<b>1930</b>
<b>Non-Confidential Records And Waste Paper</b>	<b>1930.1</b>
<b>Laser Toner Cartridges</b>	<b>1930.2</b>
<b>California Redemption Value Beverage Containers</b>	<b>1930.3</b>
<b>Other Recyclable Materials</b>	<b>1930.4</b>
<b>CALIFORNIA INTEGRATED WASTE MANAGEMENT BOARD RESPONSIBILITIES</b>	<b>1940</b>
<b>STATE AGENCY RESPONSIBILITIES</b>	<b>1941</b>
<b>CONTRACTS FOR COLLECTION OF GARBAGE</b>	<b>1950</b>
<b>THEFT OF RECYCLABLE MATERIALS</b>	<b>1960</b>
<b>APPENDICES</b>	
<b>FORMS:</b>	
<b>Recycling Data Report (Srps 5)</b>	<b>A-1</b>

Historical Note: SAM Sections 1691, 1692 were deleted from the SAM April 1992 and have been incorporated in this chapter in Section 1930.1.

## **SAM—WASTE PREVENTION AND RECYCLING OF NON-HAZARDOUS WASTE**

### **GENERAL POLICY**

**1900**

(Revised 12/96)

The state's waste prevention and recycling program, known as Project Recycle, is administered by the California Integrated Waste Management Board (Board). Project Recycle's primary objective is to reduce the amount of waste materials generated at state facilities and increase the materials recycled. Each state facility with the assistance and approval of the Board is required to set up recycling programs for all recyclable materials where feasible. The Board's Internet location is <http://www.ciwmb.ca.gov>.

### **GOALS**

**1901**

(New 5/94)

Program goals include:

1. By 1995, reduce state facility solid waste sent to landfills by 25 percent, and 50 percent by the year 2000.
2. Set a waste prevention and recycling example for other public and private institutions in California.
3. Maximize conservation of the state's natural resources.
4. Increase state revenues and decrease state facility waste disposal costs.

### **TERMS AND DEFINITIONS**

**1910**

(New 5/94)

Agency. See Facility.

Board. The California Integrated Waste Management Board (Board) is the lead department responsible for non-hazardous waste management in California.

California Redemption Value. Will be referred to as "CRV." This redemption value only applies to carbonated beverages, beer and wine coolers. The Department of Conservation (DOC), Division of Recycling (DOR) administers laws on redemption value, certification of recycling centers, and enforcement of California's "Bottle Bill" laws.

Collection. The act of picking up recyclable materials from state facilities.

Contaminant. Substances which make other materials impure by contact with or addition to something and lowers its value. In reference to paper contamination, it is the material that lowers the value of paper being recycled. For example, the addition of plastic window envelopes to a container of white ledger would lower the value of the white ledger paper.

Desktop Containers. Corrugated cardboard; recycling containers used on or near the desk or work area. Two types (horizontal or vertical style) are available through Project Recycle. These containers hold approximately 3-5 days worth of paper.

Diversión. Preventing discarded material from being disposed in a landfill, either through reuse, recycling, composting, or incineration at a waste-to-energy facility.

Facility. State offices, prisons, developmental centers, hospitals, parks, youth authority facilities, field offices, universities, community colleges, quasi-autonomous entities, executive offices, and all other locations where state business is conducted.

(Continued)

**SAM—WASTE PREVENTION AND RECYCLING OF  
NON-HAZARDOUS WASTE**

(Continued)

**TERMS AND DEFINITIONS**

**1910**

(New 5/94)

Forms. A form is any printed material with space to insert data. This includes temporary forms, numbered or unnumbered, produced by commercial suppliers or by the state. It also includes forms copied on agency copy machines. This definition applies to form letters, tags, labels, continuous forms, tab cards, and envelopes. It also includes forms designed on computers, and form letters. For accountable forms refer to SAM Section 1601.

Intermediate Recycling Containers. Metal 20-gallon containers and polypropylene bags and stands which are generally placed near copiers or printers which usually serve 15-25 people. These containers are approved by the State Fire Marshal.

Laser Toner Cartridge (LTC). Replaceable, recyclable, and reusable component of a laser printer used to form images on paper. It consists of a rigid plastic housing containing graphite and plastic ink powder, a metal fuser roller, and a synthetic felt wand.

Non-Confidential Records. Any document, map, exhibit, paper tape, or digitized document image produced, received, owned, or used by an agency, regardless of physical form or characteristics, which may be disclosed under the provisions of the California Public Records Act (Government Code Sections 6250—6265), the Information Practices Act (Civil Code Section 1798), or other applicable state or federal laws. See SAM Sections 1693 and 4841.3.

Obsolete. No longer in use or practice; discarded.

Project Recycle. Project Recycle is a waste prevention and recycling program for state facilities. It helps state facilities establish and implement waste prevention, reuse, and recycling activities.

Recyclable Material Collector. An agent or intermediary who collects scrap materials and bulk products from state facilities and arranges delivery to processors. This term may be interchanged with broker, vendor, waste paper vendor, dealer, or waste paper dealer.

Recycle. The return of a once-used material for reprocessing into new products. In the paper industry, recycling refers to the process of making new paper out of previously used paper.

Reuse. Use of a product more than once.

Source Separated. Recyclable or compostible materials segregated from other materials in the waste stream at the point of generation.

Vendor. See "Recyclable Material Collector."

Waste Prevention. Any action undertaken by an individual or organization to eliminate or reduce the amount or toxicity of materials before they enter the municipal solid waste stream. This action is intended to conserve resources, promote efficiency, and reduce pollution.

Waste Stream. The total flow of garbage and recyclables from homes, businesses, institutions, and manufacturing plants that must be reused, recycled, composted, incinerated, or disposed of in landfills; or any segment thereof, such as the "residential waste stream" or the "recyclable waste stream."

**SAM—WASTE PREVENTION AND RECYCLING OF  
NON-HAZARDOUS WASTE**

**STATUTORY AUTHORITY**

**1920**

(New 5/94)

1. Public Contract Code (PCC) Section 12165 (a) and Public Resources Code (PRC) Sections 42560-42562 authorize the Board to implement recycling programs at all state facilities for office paper, corrugated cardboard, newspaper, beverage containers, used oil, and any other material at the discretion of the Board.

Each state agency must manage its own waste prevention and recycling program. However, the Board establishes overall waste prevention and recycling policies, procedures, and standards for:

- a. Recyclables Collection. Authorizes contracts for collection and sale of recyclables, identifies appropriate collection containers, provides recycling equipment, and develops related training and promotional materials.
  - b. Program Design. Develops programs to facilitate the collection of many types of recyclables, identifies corresponding markets (when requested), and determines collection methods.
  - c. Data Collection. Compiles data on types and weights of materials collected for recycling and reports to the Legislature on state agencies' progress in meeting state waste diversion goals.
2. PCC Section 12165(d), states "no individual, group of individuals, state office, agency, or its employees shall establish a similar collection program or enter into an agreement for a similar program unless approved by the Board."
  3. PRC Section 42562 authorizes the Board to provide state agencies with the following equipment and assistance to implement recycling programs:
    - a. Staff training materials,
    - b. Desktop collection containers,
    - c. Metal collection bins,
    - d. Polypropylene bags and stands,
    - e. Market identification, and
    - f. Training.
  4. PCC 12159 (b) requires each state agency to initiate activities for the collection, separation, and recycling of recyclable materials and may appoint a Recycling Coordinator to assist in implementing this section.
  5. PCC Section 12153(g) authorizes the State to engage in "the purchase of equipment for the collection and sale of waste materials generated by the State."

**EXECUTIVE MANDATE**

**1921**

(New 5/94)

1. The Governor's Executive Order W-7-91 requires that "all state agencies provide for:
  - a. Collection and recycling of aluminum, glass, plastic, and metal containers;
  - b. Collection and recycling of white office paper, colored paper, corrugated cardboard, newspaper, surplus reusable equipment and other materials generated in sufficient quantities for a viable recycling and reuse effort;"

**SAM—WASTE PREVENTION AND RECYCLING OF  
NON-HAZARDOUS WASTE**

**COLLECTION OF RECYCLABLE MATERIALS**

**1930**

(New 5/94)

The following subsections detail how different types of materials should be collected for recycling.

**NON-CONFIDENTIAL RECORDS AND WASTE PAPER**

**1930.1**

(Revised 10/99)

In the Sacramento/Stockton Area and San Francisco Bay Area, non-confidential records and waste paper must be recycled in accordance with the Board's state waste paper contracts for the Sacramento/Stockton Area and in the San Francisco Bay Area unless an alternative is approved by the Board. Copies of each contract are available upon request. The minimum pickup is 400 pounds per location unless the contractor agrees to accept a smaller quantity. The State will not pay for collection of recyclables, nor will it pay for pickup of less than 400 pounds per location. The types of waste paper collected under these contracts are: tab cards, computer printout, white ledger, colored ledger, mixed waste paper, shredded baled ledger (Sacramento/Stockton only), corrugated cardboard, baled corrugated cardboard, newspaper, and book stock. Each type or grade must be stored separately.

Facilities throughout the State which accumulate waste paper at sites not specified in the contracts should contact the Board to arrange for a waste paper broker or nonprofit organization to collect the waste paper.

For recycling of confidential records, see SAM Section 1690-1693 "Destruction of Records" and "Destruction of Confidential Records."

**LASER TONER CARTRIDGES (LTCS)**

**1930.2**

(New 5/94)

LTCs may be recycled through the Department of General Services (DGS) LTC contract for recycling and purchasing remanufactured LTCs. To facilitate recycling LTCs, postage pre-paid merchandise return labels for boxed empty LTCs may be obtained from Project Recycle.

To purchase high quality low-cost remanufactured LTCs, obtain a copy of the current contract available from the Board or DGS Office of Information Services.

**CALIFORNIA REDEMPTION VALUE (CRV) BEVERAGE CONTAINERS**

**1930.3**

(New 5/94)

Until placed in a recycling bin, a CRV beverage container is the property of the person who purchased it. CRV beverage containers placed in state-owned recycling bins are the property of the State of California. CRV beverage containers placed in recycling bins furnished by a non-profit organization are the property of that non-profit organization. CRV beverage containers placed in employee-owned recycling bins are the property of the recycling bin owner(s). Unauthorized removal of CRV beverage containers from a CRV recycling bin is a misdemeanor criminal offense.

**OTHER RECYCLABLE MATERIALS**

**1930.4**

(Revised 10/99)

Upon approval by the Board, other recyclable materials may be collected by recyclable material collectors or non-profit organizations.

**SAM—WASTE PREVENTION AND RECYCLING OF  
NON-HAZARDOUS WASTE**

**CALIFORNIA INTEGRATED WASTE MANAGEMENT BOARD  
RESPONSIBILITIES (NEW 5/94)**

**1940**

1. Assist agencies to implement programs to separate and collect recyclable materials. The Board can provide the following:
  - a. Desktop recycling containers,
  - b. Metal intermediate (20 gallon) recycling containers,
  - c. Polypropylene bags with stands for collection of recyclables,
  - d. Promotional and educational materials,
  - e. Information on entities that collect recyclables,
  - f. Recycling coordinator and general staff training.
2. Approve requests to implement recycling programs at state facilities. The approval may consist of a memo, a formal or informal written agreement, or an amendment to an existing contract. Approval may also require a visit by Board staff to the site(s) involved.
3. Conduct site assessments to determine:
  - a. Equipment needs,
  - b. Training needs,
  - c. The appropriate recyclable material collector or non-profit organization,
  - d. Reporting requirements,
  - e. Promotional material needs,
  - f. Potential materials to be collected.
4. When feasible, ensure that large capacity storage containers supplied by recyclable material collectors are delivered to program sites.
5. Identify recyclable material collectors, arrange for pick-up of recyclables, provide instructions on how to release recyclables to vendors, and explain how amounts and types of recyclables collected by vendors must be reported to the Board.

**SAM—WASTE PREVENTION AND RECYCLING OF  
NON-HAZARDOUS WASTE**

**STATE AGENCY RESPONSIBILITIES**

**1941**

(New 5/94)

PCC 12159 Section (a) requires that "each state agency shall initiate activities for the collection, separation and recycling of recyclable materials." Each state agency shall:

1. Designate a Recycling Coordinator for each facility and provide the name and phone number of that person to the Board. The facility/office Recycling Coordinator is responsible for ensuring that all discarded materials generated in sufficient quantity are source separated and collected for recycling to the extent feasible.
2. Request Board approval to establish a recycling program on a site-by-site basis.
3. Secure a site management agreement before implementing a recycling program.
4. Assemble and deploy recycling containers provided.
5. Determine persons at the site that will collect recyclables and ensure that they will collect the recyclables on a regular basis.
6. When initiating a new recycling program, issue a "kick-off memo" to all staff announcing a new recycling effort, materials that will be recycled, management support for it, and the time and place of orientation meetings.
7. Provide for collection of office paper, beverage containers, corrugated cardboard, newsprint, used oil, metals, laser toner cartridges, and other materials where feasible as approved by the Board.
8. Request collection bins, desktop containers, and public information materials from the Board for implementing the program.
9. Encourage all employees to use a desktop recycling container to collect recyclable office paper.
10. At least annually, review the adequacy and condition of intermediate (20-gallon) metal recycling containers, polypropylene bags and stands, and associated signage.
11. Purchase recycling equipment not otherwise available from the Board to facilitate the collection and recycling of materials.
12. Work with the Board to implement an employee information and education program to ensure their continued participation and cooperation in separating recyclables. A recycling education program should be part of a new employee orientation and should be periodically reviewed and updated for experienced employees.
13. Ensure the Board receives periodic reports on all materials collected for recycling at each facility. PCC 12167.1 requires that "information on the quantities of recyclable materials shall be provided to the Board on an annual basis according to a schedule determined by the Board."

For any facility not covered by a Board waste paper contract, quantities of material collected for recycling must be provided to the Board on a Recycling Data Report, SRPS 5 (See Appendix A-1) no later than the 15th day following the end of each quarter. The SRPS 5 is supplied by the Board. The completed SRPS 5 must be mailed to:

Project Recycle  
California Integrated Waste Management Board  
8800 Cal Center Dr.  
Sacramento, CA 95826  
FAX # (916) 255-4580

(Continued)

(Continued)

**TL 347**

**1941 (Cont. 1)**

**MAY 1994**

**SAM—WASTE PREVENTION AND RECYCLING OF  
NON-HAZARDOUS WASTE**

**STATE AGENCY RESPONSIBILITIES**

**1941 (Cont. 1)**

(New 5/94)

14. For state-owned facilities, each respective state entity responsible for the planning and development of facilities to house state operations shall consider providing adequate, accessible, and convenient areas for collecting, storing, and loading recyclable materials. These provisions will be based on an assessment of the individual requirements of the particular facility tenant, including if the subject geographical area has commercially available recycling services to remove such materials.
15. For leased facilities, each respective state entity responsible for securing leased facilities shall consider providing adequate, accessible, and convenient areas for collecting, storing, and loading recyclable materials. These provisions will be based on an assessment of the individual requirements of the particular facility tenant, including if the subject geographical area has commercially available recycling services to remove such materials. Such applications will be in conformance with local waste reduction ordinances and will be borne by the lessor. The consideration for the need to provide recycling facilities will also depend on the proportionate amount of space leased in a building.

**CONTRACTS FOR COLLECTION OF GARBAGE (NEW 5/94)**

**1950**

State facility contracts for the collection of garbage must provide for the greatest diversion of discarded materials from landfilling.

All garbage collection and hauling contracts with the State should allow flexibility to reduce container size, the number of containers, or pickup frequency to avoid unnecessary costs for excess or unused garbage container capacity.

**THEFT OF RECYCLABLE MATERIALS (NEW 5/94)**

**1960**

Government Code Section 66761 states "no person, other than the authorized recycling agent shall remove paper, glass, cardboard, plastic, used motor oil, ferrous metal, aluminum, or other recyclable materials which have been segregated from other waste materials and placed in a designated collection location for the purposes of collection and recycling."

# SAM—WASTE PREVENTION AND RECYCLING OF NON-HAZARDOUS WASTE

STATE OF CALIFORNIA  
**RECYCLING DATA REPORT**  
SRPS 5 (Rev. 10-93)

CALIFORNIA INTEGRATED WASTE  
MANAGEMENT BOARD

## Part A.

### Site Data

(Complete one SRPS 5 for each site.)

DEPARTMENT		OFFICE/INSTITUTION NAME			
STREET ADDRESS		CITY	COUNTY	STATE	ZIP CODE
SITE RECYCLING COORDINATOR	PHONE NUMBER	RECYCLER/COLLECTION COMPANY (IF MORE THAN ONE, LIST ON REVERSE)			PHONE NUMBER
MAILING ADDRESS		STREET ADDRESS			
CITY	STATE	ZIP CODE	CITY	STATE	ZIP CODE

## Part B.

### Recycling Data

Report Quarter and Year

- |  |   |
|--|---|
| <input type="checkbox"/> July 1 - September 30, 19____   | <input type="checkbox"/> January 1 - March 31, 19____ |
| <input type="checkbox"/> October 1 - December 31, 19____ | <input type="checkbox"/> April 1 - June 30, 19____    |

#### Types and Amount of Materials Recycled

- |   |   |
|---|---|
| <input type="checkbox"/> Computer Paper _____ (pounds)        | <input type="checkbox"/> Aluminum Cans _____ (pounds)                         |
| <input type="checkbox"/> White Ledger _____ (pounds)          | <input type="checkbox"/> Glass Containers _____ (pounds)                      |
| <input type="checkbox"/> Colored Ledger _____ (pounds)        | <input type="checkbox"/> Plastics _____ (pounds)                              |
| <input type="checkbox"/> Corrugated Cardboard _____ (pounds)  | <input type="checkbox"/> Misc Metals _____ (pounds)                           |
| <input type="checkbox"/> News Paper _____ (pounds)            | <input type="checkbox"/> Used Oil _____ (gallons)                             |
| <input type="checkbox"/> Mixed Paper Cardboard _____ (pounds) | <input type="checkbox"/> Vehicle Batteries _____ (each)                       |
| <input type="checkbox"/> Gable-Top Cartons _____ (pounds)     | <input type="checkbox"/> Antifreeze _____ (gallons)                           |
| <input type="checkbox"/> Laser Toner Cartridges _____ (each)  | <input type="checkbox"/> Other (if more than one<br>specify on reverse) _____ |

Comments

Preparer Signature ▶	Preparer Name	Date
-------------------------	---------------	------

Complete and return SRPS 5 no later than the 15th day following the end of each quarter to:

California Integrated Waste Management Board,  
ATTN: Project Recycle  
8800 Cal Center Drive, Sacramento, CA 95826  
FAX# (916) 255-4580